California Tax Credit Allocation Committee
Annual Operating Expense (AOE) Form
Electronic Filing Form
2013

INTRODUCTION

Welcome to the electronic Annual Operating Expense (AOE) Form. This electronic form is a Microsoft Excel spreadsheet that will expedite entry of project data into CTCAC's database. You must have Microsoft Excel in order to use this form. One spreadsheet must be completed for each property in the initial federal compliance period as well as those in the extended use period.

> **!** *Please do not make any changes to the spreadsheet or convert the Excel file to another file format.*
>
> **!** *Please submit only one worksheet per workbook.*
>
> **!** *Please complete entire form, if not applicable please include a 0.*

GETTING STARTED

Go to http://www.treasurer.ca.gov/ctcac/compliance/aoc/index.asp and scroll down the page to the link: **Annual Operating Expense Form**.
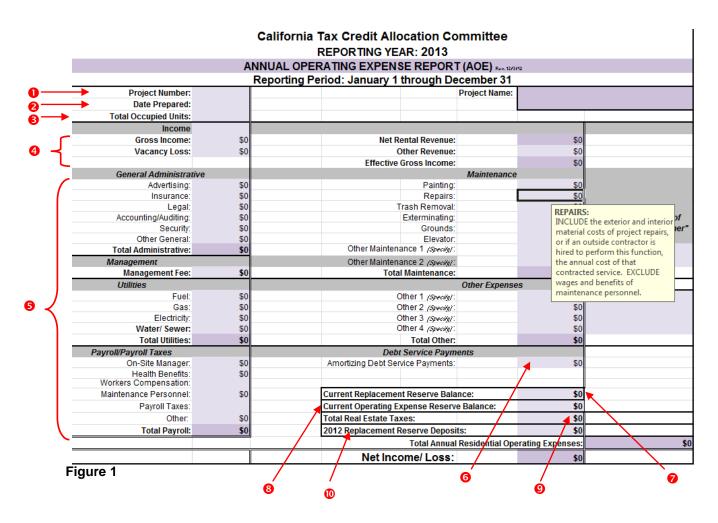
➢ For Microsoft Internet Explorer Users, right click on the link and choose "*Save Target As…*" and save the file to your hard drive.

➢ For Mozilla Firefox Users, right click on the link and choose "*Save Link As…*" and save the file to your hard drive.

Open the file from the computer's hard-drive and enter the required information (see detailed instructions on the following pages).

If you have any questions or difficulties using this electronic form, please contact Quang Le at (916) 654-6340.

Data Entry Information

The AOE spreadsheet is protected to reduce problems associated with format changes and addition and deletion of cells. Input only the data requested in the light purple cells. If an item does not apply, use the numeric zero (0). DO NOT use any text, such as, "n/a", "none", etc. Each subtotal (dark purple colored field) has a calculated formula (that is protected) and will populate automatically. The following instructions will help you complete the AOE form accurately and correctly.

California Tax Credit Allocation Committee
REPORTING YEAR: 2013
ANNUAL OPERATING EXPENSE REPORT (AOE) Rev.12/3/12
Reporting Period: January 1 through December 31

❶	Project Number:			Project Name:	
❷	Date Prepared:				
❸	Total Occupied Units:				
	Income				
❹	Gross Income:	$0	Net Rental Revenue:		$0
	Vacancy Loss:	$0	Other Revenue:		$0
			Effective Gross Income:		$0
	General Administrative		*Maintenance*		
❺	Advertising:	$0	Painting:		$0
	Insurance:	$0	Repairs:		$0
	Legal:	$0	Trash Removal:		
	Accounting/Auditing:	$0	Exterminating:		
	Security:	$0	Grounds:		
	Other General:	$0	Elevator:		
	Total Administrative:	$0	Other Maintenance 1 *(Specify)*:		
	Management		Other Maintenance 2 *(Specify)*:		
	Management Fee:	$0	Total Maintenance:		
	Utilities		*Other Expenses*		
	Fuel:	$0	Other 1 *(Specify)*:		
	Gas:	$0	Other 2 *(Specify)*:		$0
	Electricity:	$0	Other 3 *(Specify)*:		$0
	Water/ Sewer:	$0	Other 4 *(Specify)*:		$0
	Total Utilities:	$0	Total Other:		$0
	Payroll/Payroll Taxes		*Debt Service Payments*		
	On-Site Manager:	$0	Amortizing Debt Service Payments:		$0
	Health Benefits:	$0			
	Workers Compensation:				
	Maintenance Personnel:	$0	Current Replacement Reserve Balance:		$0
	Payroll Taxes:		Current Operating Expense Reserve Balance:		$0
	Other:	$0	Total Real Estate Taxes:		$0
	Total Payroll:	$0	2012 Replacement Reserve Deposits:		$0
			Total Annual Residential Operating Expenses:		$0
			Net Income/ Loss:		$0

> **REPAIRS:**
> INCLUDE the exterior and interior material costs of project repairs, or if an outside contractor is hired to perform this function, the annual cost of that contracted service. EXCLUDE wages and benefits of maintenance personnel.

Figure 1

❻ ❼ ❽ ❾ ❿

❶	**Project Number:**	Select the CTCAC number from the dropdown box. The box to the far right of the project number (light yellow) will automatically be filled in with the project name.

> **! Important**
> *You can only make a selection from the dropdown list box. You cannot type information in this field. If your CTCAC number does not appear on the list, contact the owner to confirm the correct CTCAC number. If this does not resolve the problem, contact Quang Le at (916) 654-6340.*

❷ **Date Prepared:** Enter the date the AOE is being created. If the entry of the AOE extends over more than one day, the date the AOE was completed should be used. Use a standard date format (mm/dd/yyyy).

❸ **Total Occupied Units** Select the number of occupied units (from dropdown) as of December 31, 2013. It should be the same as the number found on the Annual Owner's Certification (AOC) - item xviii.

❹ **Income:** Enter the gross income, vacancy loss, and other revenue generated during the reporting year for the property in all the light purple fields.

❺ **Expenses:** Enter the costs incurred during the reporting year for the property in the fields. The fields have been set-up to accept numeric values only.

Please remember to exclude costs (from the "Other Expenses" section) which are considered "below the line item" operating expenses. Several types of expenses that should be excluded from the "other expenses" section of this report are:

- Tenant services, property taxes and/or property-related fees and assessments, replacement reserves, operating reserves, debt service payments and partnership management fees.

The *"Maintenance"* and *"Other Expenses"* categories have fields for other items that are not listed on the form (see figure 1). These fields should be utilized for miscellaneous costs (excluding costs identified above), etc.

❻ **Debt Service:** Enter the annual debt service payments for the fully amortizing loans excluding the subordinate loans (exclude deferred or residual receipt loans).

❼ **Current Replacement Reserve Balance:** Enter the balance in the replacement reserve account as of December 31, 2013, for the subject property.

❽ **Current Operating Expense Reserve Balance:** Enter the balance in the operating expense reserve account balance as of December 31, 2013, for the subject property.

❾ **Real Estate Taxes:** Enter the annual property tax payments made during the reporting year for the subject property. Please exclude the fees paid to the Franchise Tax Board.

❿ **2013 Replacement Reserve Deposits:** Enter the annual replacement for reserve deposits made during the reporting year for the subject property.

Information Box: The light tan information box can be moved out of the way by simply clicking and dragging. (See Figure 2 below)

General Administrative			Maintenance	
Advertising:	$0	**ADVERTISING:**	Painting:	$0
Insurance:	$0	INCLUDE all cost associated	Repairs:	$0
Legal:	$0	with attacting tenants to the	Trash Removal:	$0
Accounting/Auditing:	$0	project. Examples are	Exterminating:	$0
Security:	$0	newspaper and magazine	Grounds:	$0
Other General:	$0	adds, referral service, etc.	Elevator:	$0
Total Administrative:	$0	EXCLUDE rent concessions.	er Maintenance 1 *(Specify)*:	$0

Figure 2

FINISHING A PROJECT

After correctly entering all of the information in the AOE save the file with a meaningful name such as **"AOE_" followed by the project TCAC number or property name.**

Example: AOE_CA-2005-999.xls or AOE_RollingHillApt.xls

SUBMITTING AN AOE FORM

There are 2 options for submitting an AOE Form:
- Email the completed AOE Form to: **TCAC@treasurer.ca.gov or;**
- Only those projects with no computer access can submit a hard copy of the AOE Form to the attention of: Quang Le at 915 Capitol Mall, Room 485, Sacramento, CA 95814.

DUE DATE

- Monday, May 19, 2014